

March 21, 2019

**MINUTES
PLANNING COMMISSION REGULAR MEETING
MARCH 21, 2019 7:00PM
TOWN HALL COUNCIL CHAMBER**

PRESENT: Tip Stinnette, Chair/Town Council Member
Theresa Stein, Vice-Chair/Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Nan Forbes, Planning Commissioner
Stosh Kowalski, Planning Commissioner
Ed Neham, Planning Commissioner
Chip Paciulli, Planning Commissioner

STAFF: Kim Bandy, Planning Technician

ABSENT: Patrick Sullivan, Director of Community Development (due to weather)
Andy Conlon, Senior Planner (due to schedule conflict)

Note: The audio recording of this meeting is available at:

<https://www.purcellvilleva.gov/ArchiveCenter/ViewFile/Item/4965>

Selected references to specific locations in the audio recording are given in square brackets. For example, a discussion that began at 1 hour, 5 minutes and 55 seconds after the beginning of the recording would appear as [1:05:55].

CALL TO ORDER OF REGULAR MEETING:

Tip Stinnette, Chair, called the Planning Commission Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

Chair moved Citizen Comments to be after Presentations and before Discussion items for this and for all future meetings, and added the following to Discussion Items:

- Minutes Drafting
- County Zoning Amendment
- 7-11 Construction
- Tiny Homes
- Gateway Engagements

COMMISSIONER DISCLOSURES:

Commissioner Neham attended the Gateway community meeting as an observer on March 15, 2019

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PUBLIC HEARINGS:

None

PRESENTATIONS:

None

CITIZEN COMMENTS:

None.

DISCUSSION ITEMS:

Minutes Drafting: [4:10] Chair Stinnette requested that Staff critically review all necessary attachments to agendas and ensure that they be published to provide sufficient time for them to be read them prior to meetings. Chair Stinnette proposed that, as a trial, Commissioner Neham take on the role of drafting minutes and also help to manage other documents that the Commission may generate, such as the Errata Sheet. The purpose of this change is to lessen the burden on the staff and to take advantage of Commissioner Neham's skills and abilities.

Updated Errata Sheet and Land Use Maps: [16:30] The baseline publication of the Comprehensive Plan will be version 5.0, not version 5.1, and will be accompanied by an Errata Sheet focusing on correcting the land use maps and making about 25 textual changes, which were reviewed and discussed. The significant land use changes in the Errata Sheet are: (1) Area 1 in the Downtown North Focus Area (Cornwell Lane) being changed from Industrial Business (purple) to Commercial Neighborhood Scale (pink); (2) The Purcellville Gateway and Catoctin Corner properties in the East End Focus Area being changed from Mixed Use Commercial (brown) to Commercial Medium Scale (red); and (3) the strip of land bordering the eastern edge of the Kipfer property being shown as Institutional & Government (blue). Commissioner Neham will prepare an Errata Sheet revised in accordance with these discussions.

Public Hearings on Comprehensive Plan: [59:00] Another Planning Commission Public Hearing will be scheduled to again present the 5.0 version of the Comprehensive Plan along with the revised Errata Sheet. At this hearing, the Commission will be receptive of any input provided by the community, and requested changes will be adjudicated by the Commission prior to forwarding the Comprehensive Plan and Errata Sheet to the Town Council for their consideration. Chair Stinnette polled the Commission; all were in favor. The date for this hearing is expected to be May 2, 2019.

Critical Path Discussion: [1:05:55] The Staff-provided Critical Path calendar that covers the possible milestones to the final adoption of the Comprehensive Plan was discussed and adjusted to account for moving of the Planning Commission Public Hearing date from April 18, 2019 to May 2, 2019.

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Purcellville Planning Commission Annual Report: [1:13:45] Chair Stinnette presented his draft of the Annual Report based upon the Planning Commission's "Top Ten Issues" paper previously prepared at the Mayor's request, and asked that if the Commissioners have any changes to make, they should send them to Commissioner Neham. Chair Stinnette requested that the revised Annual Report be drafted in advance of the April 4, 2019 Planning Commission meeting.

County Zoning Amendment: [1:21:50] The County is recharacterizing how they define density in terms of dwelling units permitted per acre of land, to be more consistent, and to get everything matched up in their Comprehensive Plan and their Zoning Ordinance.

7-11 Construction: [1:24:00] The 7-11 at Main and Maple will be refreshing their property, including replacing their underground gas tanks and installing a replacement awning over the pumps.

Tiny Homes: [1:25:15] There was a recent newspaper article on tiny homes; there are no such development proposals with town limits nor are there any that the town is aware of adjacent to the our boundary limits.

Gateway Engagements: [1:26:00] Commissioner Neham, who attended the Gateway community meeting as an observer on March 15, 2019, reported that the approximately dozen residents who attended generally expressed their concerns about noise, odors, light intrusion and the behavior of teenagers hanging out around the Chick-Fil-A property at late hours, and that a child care addition to the property would be a further degradation of their ability to enjoy their properties. The developer said they appreciated hearing this information, but that they will continue with the process of seeking Planning Commission and Town Council approval. They said if the child care project is not approved, they will probably seek to build another store within the existing commercially-zoned area.

ACTION ITEMS:

None.

INFORMATION ITEMS:

None.

COUNCIL REPRESENTATIVE'S REPORT:

The Town Council is working its way through the budget process. Separate meetings by department will occur over the next month before the adoption of the budget.

PLANNING COMMISSIONERS' COMMENTS:

None.

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CHAIR'S COMMENTS:

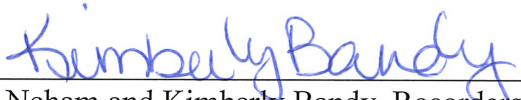
None.

APPROVAL OF MINUTES:

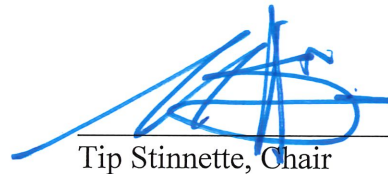
None.

ADJOURNMENT:

With no further business, Commissioner Forbes made a motion to adjourn the meeting at 8:37 PM, seconded by Vice-Chair Stein.



Ed Neham and Kimberly Bandy, Records


Tip Stinnette, Chair